

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Social Worker I/A & T (336-15)  
**LOCATION:** Craven County Department of Social Services  
**HIRING RANGE:** \$44,980 - \$47,139  
**JOB TYPE:** Full-Time/Permanent/Non-Exempt  
**POSTING DATE:** June 23, 2014  
**DATE AVAILABLE:** August 13, 2014  
**CLOSING DATE:** July 7, 2014

### **PRIMARY PURPOSE OF POSITION**

The primary purpose of this position is to provide second shift and on call coverage for the Craven County Department of Social Services after regular work hours which includes weekends, holidays and inclement weather. Primary coverage will include Child Protective Services, Adult Protective Services and Foster Care.

### **ESSENTIAL JOB FUNCTIONS**

Position requires advanced professional social work skills and the ability to make decisions independently and in compliance with all mandated policies and practices. Other duties will include completion of CPS courtesy requests, and carrying small caseloads dependent upon workflow. Duties will normally be performed in a rotation schedule of 4 days on and 3 days off, with exceptions to include mandated court appearances and training. Moderate flexibility will be required to meet workload and maintain 40 hours a week actual time worked. The first day of each work week will vary due to the rotation schedule. Time to report to work will range from 2:00 pm to 4:00 pm on days the office is open with work continuing to 12 midnight on days the office is open. This position will be "On Call" from 12:00 midnight until 8:00 am to respond to emergencies as needed. On days the office is closed, start time will be set by supervisor as based on workload and need. This position is located in the Initial Response Unit.

### **MINIMUM EDUCATION AND EXPERIENCE**

Master's Degree from an accredited school of social work and one year of social work experience; or a Bachelor's Degree from an accredited school of social work and two years of social work or counseling experience; or a Master's degree in a counseling field and two years of social work or counseling experience; or a four year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling, or a related human service field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience. One year of work experience can be credited for completion of the social work collaborative.

### **SPECIAL REQUIREMENT**

Shelter Management in times of emergency situations. Must have a valid driver's license and mode of transportation. Bilingual (Spanish) a plus.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

